



UNITED STATES TAX COURT
WASHINGTON, DC

POSITION VACANCY ANNOUNCEMENT

Position Title/Series:	Facility Services Assistant - GS-1603-07/08
Announcement Number:	22-02
Position Type:	Full-Time Permanent This is an Excepted Service, at-will position.
Positions:	More than one position may be filled from this announcement.
Opening Date:	May 6, 2022
Closing Date:	May 27, 2022
Annual Salary Range:	GS-07/08 Starting salary is dependent upon qualifications, experience, and availability of funds.
Area of Consideration:	The Public (U.S. Citizens, Nationals or those who owe allegiance to the U.S.).
Location:	Washington, D.C., Office of the Clerk of the Court
Telework eligible:	No
Supervisory status:	No

POSITION SUMMARY

The Facility Services Assistant is a full-time position reporting to the Facilities Manager at the U.S. Tax Court in Washington, D.C. The work involves a variety of duties such as building operations and maintenance, shipping, requisitions, supplies, and parking/transit subsidy programs. If you have good communication skills, are detail oriented, and enjoy physical activity during your workday, please consider joining our adept and collaborative Facilities team.

DUTIES

- Receive and fulfill requests from Court personnel related to building systems, utilities, and other operation and maintenance needs. Troubleshoot minor copier and printer issues and provide minor repairs or adjustments to equipment or furniture.
- Perform routine building inspections to ensure custodial work standards are being met by the GSA contractor and to proactively identify operation and maintenance items.

- Ship and receive materials and equipment for the Court's trial sessions that are conducted in 74 cities throughout the United States.
- Transport equipment, furniture and supplies manually and/or using carts, etc.
- Operate the Court's vehicle as directed by the Facilities Manager.
- Prepare requisitions for supply orders and assist with distributing supplies to Court personnel.
- Assist with office moves and event setup/breakdown work.
- Perform other duties as assigned.

REQUIREMENTS

Conditions of Employment

- Applicants must be United States citizens or Nationals.
- All Court employees are required to adhere to the *Code of Conduct for US Tax Court Employees*.
- **Employees of the United States Tax Court serve under "excepted appointments" and are considered "at-will" employees, and, as such, may be terminated with or without cause. Federal Civil Service classifications or regulations do not apply; however, Court employees are entitled to substantially the same benefits as other Federal Government employees.**
- Those who are required must abide by Selective Service registration requirements.
- You may be required to operate a government (or private) motor vehicle as part of your official duties; a valid driver's license is required. You may be required to submit a Motor Vehicle Operator's License and Driving Record.
- **Selection of this position is contingent on a favorable suitability determination and security background check, to include credit check, Federal income tax check, and criminal check. A candidate selected for this position must be current on their Federal income tax obligations before employment with the Tax Court, and must remain current at all times while employed by the Tax Court. Continued employment post appointment is subject to satisfactory completion of the background investigation and credit check, and favorable adjudication. A background reinvestigation or supplemental investigation may be required at a later time.**
- The candidate selected for this position must show that they are fully vaccinated for COVID-19 or show a weekly COVID-19 negative test report from an approved source.
- All applicant information is subject to verification.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

Qualifications

- All qualifications must be met by the closing date of this announcement.
- The Facility Services Assistant must be a high school graduate or equivalent and have at least one year of specialized experience. Education above the high school level may be substituted for general experience.
- Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. This position requires the ability to lift a

minimum of 50 pounds, and the physical mobility to access equipment wherever it may be positioned (e.g., under desks, on shelves, etc.). Strong customer services skills and attention to detail are mandatory.

Preferred Qualifications (not required)

- Applicants who possess strong experience in property and facilities management activities.
- Applicants whose work experience provides evidence of strong customer service and interpersonal communication skills; the ability to work cooperatively with customers, team members, and management; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to its successful completion.
- Experience in property and facilities operations in a federal court or federal, state, or local governmental agency environment.

HOW APPLICANTS WILL BE EVALUATED

You will be evaluated for this job based on how well you meet the qualifications above. **Your application package, including resume and cover letter, must provide detailed information showing the extent to which the qualification requirements are satisfied.**

If you fail to provide the information as required, your application will not be evaluated beyond the basic screening process. If you meet the minimum qualifications for this position, the Court will then evaluate your application package to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the requirements listed in this vacancy announcement.

REQUIRED DOCUMENTS

1. A resume that clearly demonstrates you have experience which meets the requirements of this position and includes education and complete work and salary history. Do not include personally identifiable information such as social security number.
2. Your two most recent performance evaluations (strongly preferred) or a list of at least two references or letters of recommendation.
3. Most recent Notification of Personnel Action, SF-50 (for current and former Federal employees).

HOW TO APPLY

This Vacancy Announcement is limited to the first 50 applications and will close when that number is received. Otherwise, application materials are due by 11:59 PM (ET) on the closing date of this vacancy announcement and must be submitted electronically in Adobe Acrobat PDF format to humanresources@ustaxcourt.gov. The Court does not accept hard-copy application packages.

NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

The Court reserve the right to modify the conditions of this job announcement or to withdraw the announcement, with or without prior written or other notice.

The United States Tax Court is an equal opportunity employer.